

Parents' Guide for Booking Appointments

Browse to <https://smithdon.schoolcloud.co.uk/>



Step 1: Login form. It includes fields for First Name, Last Name, Username, Email, and Password. There are also fields for a confirmation email and a 'Log In' button.

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening. It shows a calendar for September with dates 13th and 14th highlighted. There are buttons for 'Book' and 'I'm unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode. It has two options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option is described as 'Automatically book the best possible time based on your availability'. The 'Manual' option is described as 'Choose the time you would like to see each teacher'. There is a 'Next' button.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Select Availability. It shows a timeline from 14:00 to 17:00. A green bar indicates the selected availability from 14:00 to 17:00. There is a 'Next' button.

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.



Step 5: Choose Teachers. It shows a list of teachers: Mr J. Bond and Mrs A. Wheeler. Both are selected, indicated by a green tick. There is a 'Next' button.

Step 5: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Step 6: Book Appointments (Automatic). It shows a table of provisional appointments. At the bottom, there are buttons for 'Accept Appointments' and 'Reject Appointments'.

Teacher	Student	Subject	Room
Mr J. Bond	Mr J. Bond	Maths	101
Mrs A. Wheeler	Mrs A. Wheeler	Maths	101
Mrs A. Wheeler	Mrs A. Wheeler	Maths	101

Step 6: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.

	Mr J Street SENCO (A2) Van	Mrs E Patel Class T1E (H) Andrew	Mrs A Wheeler Class T1A (LT) Sam
16:30		✓	
16:45			
16:55	+		+
17:00	+		+

Step 7: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

September Parents Evening															
Print Amend Bookings Subscribe to Calendar This is to allow parents and teachers to discuss progress and will take place on 12th and 13th September. Note that on the 12th there will be sessions available both in person and via video call. <table> <thead> <tr> <th></th><th>Teacher</th><th>Student</th><th>Subject</th></tr> </thead> <tbody> <tr> <td>16:15</td><td>Mr Mark Lythcott</td><td>Jason Agnew</td><td>English</td></tr> <tr> <td>16:30</td><td>Mrs Nina Patel</td><td>Jason Agnew</td><td>Religious Education</td></tr> </tbody> </table>					Teacher	Student	Subject	16:15	Mr Mark Lythcott	Jason Agnew	English	16:30	Mrs Nina Patel	Jason Agnew	Religious Education
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September Parents Evening 3 appointments from 16:00 to 16:45		Monday, 12th September 16:00-16:45													
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Step 8: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.